

**US Embassy**

**Tbilisi, Georgia**

**Vacancy Announcement 43/12**

**OPEN TO:** All Interested Candidates  
**POSITION:** Registered Nurse, FP-5 \*; FSN-9; (Position Grade for Not Ordinarily Resident FP- 5 to be determined by Washington, Position Grade for Ordinarily Resident is FSN-9)  
**OPENING DATE:** October 24, 2012  
**CLOSING DATE:** November 07, 2012  
**WORK HOURS:** Part-time - 40 hours PP

*NOTE: Please read the announcement carefully. Applicants should indicate the vacancy for which they are applying at the top of CV. Only short listed candidates will be contacted. Applicants should indicate in their CVs if any family members and/or relatives are employed in the U.S. Government, and note the type of relationship.*

US Embassy Tbilisi is seeking a candidate for employment in country for the position of Registered Nurse in the Health Unit.

**BASIC FUNCTION OF POSITION:**

Provides the range of registered nursing health care services, including the rendering of first aid, immunizations, as well as evaluating and assessing a variety of medical conditions through physical examination, and selecting the appropriate treatment under signed written nursing protocols or referral to the RMO, FSHP or LE Staff medical provider. Maintains liaison with local health care providers. Conducts health orientations for new arrivals and performs various other medical administrative functions.

**A. Provides General Registered Nursing Care**

- Provides independent nursing care and, in some cases in the absence of the RMO, FSHP, or local medical provider, provides initial medical care that may be life-saving.
- Screens patients for medical walk-in and appointments. Conducts triage for each patient (telephone or walk-in), to prioritize treatment and level of care required.
- Dispenses medications according to protocols approved by the RMO and/or FSHP, and educates patients on all medications prescribed.
- Provides nursing care in a hospital setting, as appropriate and needed, or in the health unit that substitutes for a hospital in some locations.
- Collects specimens such as urine, sputum, blood and stool for laboratory examination and completes necessary laboratory forms.
- Performs routine procedures to include EKG, IV start, ear irrigation, vision and hearing testing.
- Performs immunization for routine and travel immunizations.
- Teaches First aid/CPR courses

**B. Manages Medical Liaison Activities with Local Health Providers**

- Based on the RN's knowledge of the services provided in Item A (above), develops and maintains liaison with local providers and facilities by establishing effective professional medical relationships with local physicians and health care facilities in order to negotiate and maximize access to the outside facilities, coordinate care, and resolve conflicts. In the course of such, acts as the patient advocate in order to gain full access the local health care system. Maintains familiarity and medical rapport with the local health professionals.

**C. Health Unit Administration**

- Arranges medical clearance examinations.
- Manages ordering and inventory control of medical supplies and medications.
- Produces reports.
- Maintains records of all employee visits to the Health Unit.
- Drafts cables, clarifying administrative questions and coordinates the preparation of monthly, annual and/or other special statistical data reports.

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-- Helps plan health promotion activities

#### **D. Conducts Health Orientation of New Arrivals**

--Obtains patient registration form and looks up medical clearances of all eligible beneficiaries;

-- In coordination with FSHP/PMA assesses family and immunization needs

#### **E. Other post specific responsibilities**

-- Attend MED annual Continuing Medical Education conference

-- Share call on duty phone with FSHP or PMA as back up for serious cases

#### **QUALIFICATIONS REQUIRED:**

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.**

Education: Graduate of professional nursing school with a current and unrestricted Registered Nurse license from the U.S., Puerto Rico, or Western European equivalent is required.

Prior Work Experience: At least two years of occupational health experience, with at least one year being with U.S. Federal agency or U.S. primary health care facility is required. Previous experience teaching at least three of the following health promotion activities is required: smoking cessation; weight reduction; child wellness anticipatory guidance; emergency first aid; prenatal classes; community emergency response; CPR; safe food services; healthy lifestyle; stress management and relaxation; drug and alcohol dependence; and/or HIV prevention.

Post Entry Training: On the job administrative training or working knowledge in emergency preparedness, MEDEVAC, reporting, VIP visits, and management of both natural disasters and those caused by weapons of mass destruction will be provided. **Current CPR certification (which must be maintained throughout employment) is required.**

Language Proficiency and specialization (speak/read): English Level IV (Fluent) Speaking/Reading. This may be tested.

Job Knowledge: The ability to administer adult and pediatric immunization programs according to current CDC standards is required. The position requires strong interpersonal skills and a client-oriented disposition. A good working knowledge or experience of current health promotion recommendations in the U.S. population is required. Must be familiar with American Nursing standards of care.

Skills and Abilities: Must be able to perform basic word processing on the computer, nursing skills as above.

#### **TO APPLY:**

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for US Federal Employment DS-174; or
2. A current Resume or Curriculum Vitae that provides the same information as a DS-174; (**please indicate months and years of all employments, form should be in English**);
3. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their applications;
4. Any other documentation (e.g. essays, certificates, awards, copies of degree earned) that addresses the qualification requirements of the position as listed above.

#### **NOTE:**

1. All applications must have the **Position Number** and **Position Title** identified.
2. **You may apply on-line using the [HROTbilisi@state.gov](mailto:HROTbilisi@state.gov) email address. This is the preferred means of applying for a position with the American Embassy. Please go to our website for additional information, including current openings and tips on applying with the American Embassy in Tbilisi:**  
<http://georgia.usembassy.gov/about-us/employment-opportunities--tenders2.html>
3. **ALL APPLICATIONS MUST BE FOR AN OPEN/ADVERTIZED POSITION. APPLICATIONS PREVIOUSLY CONSIDERED FOR A JOB WILL NOT BE HELD/CONSIDERED FOR FUTURE JOBS. IF YOU ARE INTERESTED, YOU**

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**MUST RE-APPLY.**

#### **MAIL APPLICATION TO:**

Human Resources Office  
11 George Balanchine Street  
Tbilisi, Georgia  
Zip Code: 0131  
Fax: (995-32) 227-77-07

#### **DEFINITIONS:**

**1. US Citizen Eligible Family Member (USEFM)** – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see below) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

**2. EFM:** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner as defined in 3 FAM 1610.
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

**3. Member of Household (MOH)** – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, and other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

**4. Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

**5. Ordinarily Resident (OR)** – A Foreign National or US citizen who:

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- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFM's without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

**Closing Date for This Position: November 07, 2012**

The US Mission in Tbilisi provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, age, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through contingent diversity enhancement program.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Conard C. Hamilton  
Human Resources Officer